# ÂDMINISTRATIVE INTERNAL USE ONLY Approved For Release 2003/03/10: CIA-RDP78-05054A000100100042-1

LOGISTICS INSTRUCTION NO. 45-10

LI 45-10 LOGISTICS Revised March, 1975

SUBJECT

Processing of MILSTRIP and FEDSTRIP Documentation

RESCISSION:

LI 45-10, dated January 1967

#### 1. PURPOSE

This Instruction provides policy guidance for processing documentation in connection with MILSTRIP and FEDSTRIP requisitioning and issue systems. Military and Federal Standard Requisitioning and Issue Procedures. These MILSTRIP / FEDSTRIP procedures are unique, particularly as they affect the process between the Office of Logistics (OL) and the Office of Finance (OF) in that procurement instruments and receiving documents are not provided OF, and billings are paid without verification of receipt.

## 2. <u>SCOPE</u>

This Instruction applies only to procurement requisitions utilizing the MILSTRIP/FEDSTRIP systems and to commercial procurements made through the General Services Administration (GSA) which uses MILSTRIP/FEDSTRIP documentation (DD Form 1348m--DOD Single Line Item Requisition System Document). These procurements are always accomplished by Supply Division, OL, (vice PD)

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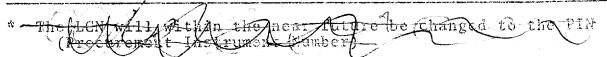
#### 3. POLICY

Under the concept of "constructive evidence of receipt," OF does not require copies of MILSTRIP FEDSTRIP requisitions or receiving reports to support the payment of billings, except for accommodation procurements and reimbursable sales to other U.S. Government agencies. MILSTRIP/FEDSTRIP billings will be paid immediately upon receipt by OF without verification of receipt of the materiel.

#### 4. RESPONSIBILITIES

- a. Supply Division, OL
  - (1) Initiate MILSTRIP/FEDSTRIP procurements by forwarding DD

    the
    Form 1348m to appropriate Government supplying agency.
  - (2) Prepare Agency Form 2216 for use as a procurement notice as well as a receiving report. Distribute copies to the requisitioning and receiving activities, to Budget and Fiscal Branch, Executive Office (%/EO/B&BB), as well as to Office accountable file.
  - (3) Advise OF of MILSTRIP/FEDSTRIP procurements by means of daily registers that cross-reference the MILSTRIP/FEDSTRIP Document Control Number (DCN) with the Agency requisition control number, and the Property Procure-



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ment Allotment (PPA), unit price, and quantity for each MILSTRIP/FEDSTRIP action to enable OF to readily identify billings and verify the completeness of shipments.

- (4) Resolve consequential discrepancies which occur as the result of materiel discrepancies with the supplying agency. No attempt will be made to resolve inconsequential discrepancies with the supplying agency or to adjust billings. The criteria for distinguishing between consequential and inconsequential discrepancies are set forth in LI 45-6.
- (5) Advise OF when a credit billing is due from a supplying agency as a result of a consequential material discrepancy via the DCN/LCN Cross-Reference Register or by memorandum.
- (6) Forward requisitions and shipping documents (outbound shipments from /SD depot) to OF for accommodation procurements and reimbursable sales. No other MILSTRIP/FEDSTRIP requisitions, shipping documents, or receiving reports are to be forwarded to OF.

## b. Office of Finance.

(1) Match billings from MILSTRIP / FEDSTRIP transactions, when received from the supplying agencies, with the Agency requisition control number appropriate and PPA provided by OL on the

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immediately without verification of receipt. significant variations in costs are evident, OF should contact OL/EO/B&FB who will refer to the requisition and/or receiving report for an explanation or otherwise research before a billing adjustment is requested.

- (2) of will Support its action in certifying the billings for payment by internal site audits and reviews, on a selective basis, of OL receiving records.
- OF will Resolve financial consequential differences such as duplicate billings, wrong billings, and billings for supposedly nonreimbursable transactions which require the preparation of Administrative Audit Differences Statements.

(4) Maintain an advance account with GSA for the payment of billings resulting from the commercial provincements placed through GSA

(account 291,09), OSA will pay the vendors bill based on receiving information. provided to GSA by GSA Form, 300.

> receives these accountings, with attached purchase orders, and forwards them to OF via OL/EO/B&FB. then reimburses the advance account accordingly without further verification of receipt of the materiel.

> > Michael J. Malanick Director of Logistics

Periodically, OL/SD

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CONCURRENCE:

forwarded to the

Activities removed from the Headquarters area can report discrepancies by speed letter or cable, addressed to SD/CCOB

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